

# ICT Development Service

**Continuing Professional  
Development for Schools**

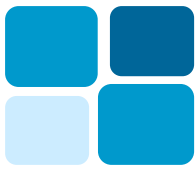
**Management Information System  
Courses**

**Spring Term 2012**

In Support of  
Learning



**ICT Development  
Service**



# Management Information System Courses

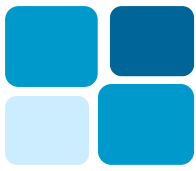
We provide a comprehensive programme of training to support SIMS and offer a range of workshops throughout the year to support School Census, End of Year, Key Stage and Timetabling.

As with all management information systems, being able to interrogate the SIMS database and produce appropriate reports is fundamental for identifying areas for school improvement, this term we are running an introductory course on how to use the reporting module.

A key feature of SIMS is being able to quickly and efficiently generate reports to parents and carers using the profiles module. We have separate courses aimed at primary and secondary schools and will show you how the module links with assessment manager data with practical hands-on training.

We are very keen to receive your suggestions for improvements and we are always able to work with your school or with your Extended Services Cluster to provide training to meet your specific needs.

For the latest updates about our courses, please visit “ICT Continuing Professional Development” interest space in the learning platform or contact our Service Desk on 01926 414100.



# SIMS .NET New User Process

As a subscribing MIDAS customer you may be entitled to free training if your main SIMS administrator leaves or retires.

The process works like this, if a new member of staff in school is replacing a secondary school SIMS manager or the main SIMS user in any other school type, then they qualify for free SIMS .net New User training.

This consists of a free half day on-site visit which covers a very basic SIMS .net overview (if required), credits for the Managing Pupil Data, Attendance New Users and Reporting Introduction training courses, and a further half day on-site visit for follow-up training (if required).

The free training is not available for staff who are changing jobs within a school and all training credits need to be used within 12 months.

Call the ICT Development Service Desk on 01926 414100 to check that you qualify and to book your places.



## Alternative curriculum

**For secondary school head teachers, senior management team, teachers and administrative staff**

### **Course overview:**

Alternative curriculum is a new functionality introduced into the Spring release of SIMS .net. It has been designed to make it easy to create alternative curriculum activities such as literacy and numeracy support, peripatetic music, etc, and to timetable these activities and assign students to the classes.

These student activities can be linked to lesson registration and assessment and are included in statutory returns.

### **Learning outcomes:**

- How to create alternative curriculum activities and allocate staff and rooms
- Transferring the data to SQL
- Allocating students to the activities and resolving resulting clashes

### **Course pre-requisites:**

Knowledge of Nova T6, familiarity with the process of assigning students to classes in SIMS .net

**Course leader(s):** Roger Howell and Becky shepherd

**Venue:** Wedgnock House

**Time:** 09:30 - 12:30

**Date:** 06 February 2012

**Price:** £82

**Course code:** W11-S34/03

## Assessment manager essential skills for secondary schools Day 1

**For head teachers, senior management team SIMS managers and administrative staff in secondary schools**

### **Course overview:**

Assessment manager provides your school with the ability to record and view student assessment data and enables you to quickly and easily track student progress. This course equips you with the tools required to create your own internal assessment system and looks at the reports you can produce.

### **Learning outcomes:**

- Understand the terminology used in assessment manager
- Understand how assessment data can be entered into assessment manager and how it can be used to monitor individual students
- Communicate assessment information to parents and carers

### **Course pre-requisites:**

Delegates should have an understanding of the assessment procedures used in their school

**Course Leader (s):** Hannah Buist

**Venue:** Wedgnock House

**Time:** 09:30 - 16:00

**Date:** 01 March 2012

**Price:** £147

**Course code:** W11-S22/01



## Assessment manager essential skills for secondary schools Day 2

For head teachers, senior management team SIMS managers and administrative staff in secondary schools

### Course overview:

Assessment manager provides your school with the ability to record and view student assessment data and enables you to quickly and easily track student progress. This course covers the different ways you can analyse your data using outcomes to review performance or predict future targets.

### Learning outcomes:

- Understand how assessment data can be entered into assessment manager and how it can be used to monitor individual pupils
- Share assessment information across the school and with other interested organisations
- Communicate assessment information to parents and carers
- Learn how to create mark sheets from templates and enter results through the wizard

### Course pre-requisites:

Delegates **must** have attended essential skills part 1 (or equivalent) or be an experienced user of assessment manager

**Course Leader (s):** Hannah Buist

**Venue:** Wedgnoek House

**Time:** 09:30 - 16:00

**Date:** 15 March 2012

**Price:** £147

**Course code:** W11-S04/02

## Assessment manager - Tracking & analysing pupil progress for primary school administration staff

For administration staff, school secretaries and SIMS managers with knowledge of SIMS .net

### Course overview:

A course designed for staff supporting head teachers, senior leadership team and assessment coordinators in their use of progress tracking grids.

### Learning outcomes:

- Importing excel mark sheet data and QCDA Key stage 2 results
- Converting Key stage 1 and 2 whole levels to sub-levels ready for import
- Preparing the mark sheet for head teacher, senior leadership team and teacher view

### Course pre-requisites:

This course is suitable for school staff that are new to or have limited knowledge of assessment manager. It is desirable that delegates have a working knowledge of excel and file management. The processes required in excel and file management will be taught on the course, however, if delegates have no knowledge of excel or file management please advise when booking the course.

Delegates will need to bring their usernames and passwords for key to success, School 2 School and the learning platform

**Course leader(s):** Sue Parks

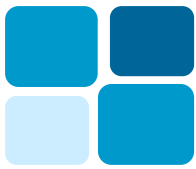
**Venue:** Wedgnoek House

**Time:** 09:30 -16:00

**Date:** 23 February 2012

**Price:** £147

**Course code:** W11-S17/05



## Attendance 7 - New users

**For administrative staff with responsibility for the day-to-day operation and management of attendance**

**Course overview:**

The attendance module allows your school to meet the day-to-day obligations for monitoring attendance and compliance with statutory reporting requirements.

**Learning outcomes:**

- Know how to develop and implement successful strategies for managing attendance, data, reports and statistical information
- Develop a system for first day of absence, create letters, certificates and reports

**Course pre-requisites:**

Delegates should have an understanding of how attendance is currently recorded in school

**Course leader(s):** Yvonne Callaghan

**Venue:** Wedgnoek House

**Time:** 09:30 -16:00

**Date:** 26 January 2012 **or** 29 March 2012

**Price:** £147

**Course code:**

26 January 2012 - W11-S11/04

29 March 2012 - W11-S11/05

## Behaviour management

**For teaching and administrative staff with the responsibility for checking and maintaining the pupil database**

**Course overview:**

This course will look at all areas of the behaviour management module that allows you to capture all types of data for pupil behaviour within your school. The module allows you to easily identify behaviour patterns and monitor both positive and challenging pupil behaviour.

**Learning outcomes:**

- Understand how to attach documents to pupil records and use the data in the exclusion process
- Be able to customise lookup tables to identify patterns of behaviour
- Acquire skills to analyse data and produce reports

**Course pre-requisites:**

None

**Course leader(s):** MIS Support Officers

**Venue:** Tutors will work on school site in consultation with schools

**Time:** Convenient to school

**Date:** Convenient to school

**Price:** Based on hours within school



## Discover Training - Overview

**For all staff with responsibility for analysing student data**

### **Course overview:**

Discover is an application designed for high performance data analysis. It brings key information to you with straightforward drag and drop options. This course provides an introduction to the discover software.

### **Learning outcomes:**

- Familiarise yourself with the discover interface
- Learn how to create your own graphs and filter them
- Learn how to set up discover groups for use in SIMS .net
- Learn how to use the configuration utility

### **Course pre-requisites:**

Knowledge of the SIMS .net assessment module would be advantageous

**Course leader(s):** Hannah Buist

**Venue:** Wedgnock House

**Time:** 09:30 -12:30 (am session)  
13:30 - 16:30 (pm session)

**Date:** 29 February 2012

**Price:** £82 per session

### **Course code:**

am session - W11-S35/05

pm session - W11-S35/06

## Discover Training - Assessment manager users - New

**For all staff with responsibility for analysing student data**

### **Course overview:**

Discover is an application designed for high performance data analysis. It brings key information to you with straightforward drag and drop options. This course provides training on the setup and use of assessment data in discover.

### **Learning outcomes:**

- Familiarise yourself with the discover interface
- Setting up SIMS .net to enable the creation of assessment graphs
- Using the discover configuration utility to copy and create graphs
- Utilising user defined graphs in discover

### **Course pre-requisites:**

Attendance on the discover overview course would be advantageous

**Course Leader(s):** Hannah Buist

**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 14 March 2012

**Price:** £147

**Course code:** W11-S41/01



## Essential I.T skills for the school secretary

**For school office staff involved in the daily management of SIMS**

### **Course overview:**

This course is designed for school office staff who would like to gain greater confidence using IT routines which impact directly on the daily management of SIMS.

### **Learning outcomes:**

- Navigate on your computer with confidence
- Manage folders and files
- Understand what different file extensions mean
- Learn to unzip or extract compressed files
- Manage commonly used Internet sites
- Download/upload files from web sites and detach files from emails
- Import reports/files into SIMS
- Understand the principles of electronic transfer
- Familiarise yourself with The Warwickshire Learning Platform – MIDAS pages
- Learn how to use eBooks efficiently

### **Course pre-requisites:**

None

**Course leader(s):** Heather Tzemis

**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 08 March 2012

**Price:** £147

**Course code:** W11-S26/01

## Examination organiser: external examinations

**For examination officers and administrative staff with responsibility for external examination entry for secondary schools**

### **Course overview:**

This course will allow staff to prepare, plan and administer external examinations using the examination organiser module. The analysis of exam results is covered separately at the summer term workshop.

### **Learning outcomes:**

- Configure the module to meet the requirements for your school including links with other SIMS modules
- Allocate candidates to external examinations and prepare appropriate timetabling and seating plans
- Comply with external examination requirements by creating and submitting appropriate files
- Know how to enter forecast grades and marks into the module

### **Course pre-requisites:**

Delegates should have knowledge of the current examination process

**Course Leader(s):** Marianne Franklin

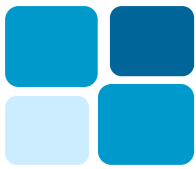
**Venue:** Wedgnock House

**Time:** 09:30 - 16:00

**Date:** 01 February 2012

**Price:** £147

**Course code:** W11-S28/02



## Information handling - safe, secure and legal

**For head teachers, senior management team, examination officers, attendance officers, ICT subject leaders, administrative staff, teachers and teaching assistants, SENCOs and technical staff**

### **Course overview:**

This is an information session to outline school's responsibilities under the data protection act. It will enable schools to put into place practices and procedures to ensure that they are handling sensitive data safely, securely and legally.

### **Learning outcomes:**

- Overview of the data protection act and what is sensitive information
- Impact levels and protective marking
- Data encryption
- Audit logging
- Responding to security Incidents

### **Course pre-requisites:**

None

**Course leader(s):** MIS Support Officers

**Venue:** Tutors will work on school site in consultation with schools

**Time:** Convenient to school

**Date:** Convenient to school

**Price:** Based on hours within school

## Managing pupil data

**For new or existing administrative staff who require an understanding of managing pupil data**

### **Course overview:**

This course introduces you to the skills and techniques required to maintain basic pupil data in SIMS .net on a day-to-day basis. You will get practical hands-on experience using a number of features.

### **Learning outcomes:**

- Gain a basic understanding of entering and amending pupil data in SIMS .net
- Learn how to enter pupil related data, such as contacts and agencies
- Become familiar with navigating around the system
- Learn basic housekeeping routines

### **Course pre-requisites:**

None

**Course leader(s):** Hannah Buist

**Venue:** Wedgnoock House

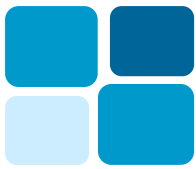
**Time:** 09:30 -16:00

**Date:** 24 January 2012 or 20 March 2012

**Price:** £147

**Course code:** Jan - W11-S10/04

Mar - W11-S10/05



## Nova T6 new users - 3 day course

**For secondary teachers and administrative staff who are involved in the creation of timetables**

### **Course overview:**

Nova T6 is the SIMS curriculum planning and timetabling software for secondary schools.

This 3 day course covers all aspects of using the Nova T6 software in order to plan the curriculum model, allocate resources to classes and schedule the timetable for the new academic year.

### **Learning outcomes:**

- To be able to fully use the Nova T6 software to design a successful timetable
- To practice creating a timetable from scratch including designing the model, creating classes, scheduling, allocating rooms and the transfer to SIMS .net

### **Course pre-requisites:**

None

**Course leader(s):** Roger Howell and Becky Shepherd

**Venue:** Wedgnock House

**Time:** 09:30 - 16:00

**Date:** 06 March 2012, 19 April 2012 and 17 May 2012

**Price:** £432

**Course code:** W09-S11/01

## Personnel 7: New users

**For administrative staff responsible for updating or managing personnel information**

### **Course overview:**

The personnel module stores personal, professional and contractual information for all of your school staff. This course provides an overview of how information is stored and potentially used.

### **Learning outcomes:**

- Develop skills to update and maintain staff details within the personnel module
- Understand how the module links with other aspects of SIMS
- Effectively extract and use the data on school staffing

### **Course pre-requisites:**

None

**Course leader(s):** Chris Richmond

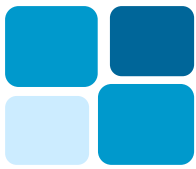
**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 21 February 2012

**Price:** £147

**Course code:** W11-S31/01



## Personnel 7: Creating reports **Profiles: Reporting to parents and carers in a primary school**

**For administrative staff who use the personnel module**

### **Course Overview:**

The personnel module stores personal, professional and contractual information about all school staff. This course demonstrates how to effectively create reports in personnel.

### **Learning outcomes:**

- Use and edit existing reports or design new reports
- Create letters and labels using the mail merge feature
- Use the analysis tool to interpret data

### **Course pre-requisites:**

Delegates should have previously attended the Reporting introduction course

**Course leader(s):** Chris Richmond

**Venue:** Wedgnoek House

**Time:** 09:30 -16:00

**Date:** 22 March 2012

**Price:** £147

**Course code:** W11-S30/02

**For staff responsible for reporting to parents/carers**

### **Course overview:**

The profiles module enables schools to create reports for parents and carers in a quick and simple way. This course provides you with practical, hands-on training in using this module.

### **Learning outcomes:**

- Create tailored reports suitable for parents and carers and preview before printing
- Understand the features of the standard set of comments and how to adapt them to suit your individual school needs or use free text
- Access and import data from attendance module
- Link parental reports to assessment manager data

### **Course pre-requisites:**

Delegates should have knowledge of the procedures for reporting to parents within the school

**Course leader(s):** Yvonne Callaghan and Heather Tzemis

**Venue:** Wedgnoek House

**Time:** 09:30 -16:00

**Date:** 28 March 2012

**Price:** £147

**Course code:** W11-S15/03



## Profiles: Reporting to parents and carers in a secondary school

**For secondary staff responsible for reporting to parents/carers**

### **Course overview:**

The profiles module enables schools to create reports for parents and carers in a quick and simple way. This course provides you with practical, hands-on training in using this module.

### **Learning outcomes:**

- Create tailored reports suitable for parents and carers and preview before printing
- Understand the features of the standard set of comments and how to adapt them to suit your individual school needs or use free text
- Access and import data from attendance/behaviour module and lesson monitor
- Link parental reports to assessment manager data

### **Course pre-requisites:**

Delegates should have knowledge of the procedures for reporting to parents within the school

**Course leader(s):** Yvonne Callaghan and Heather Tzemis

**Venue:** Tutor works on site in consultation with schools

**Time:** Convenient to school

**Date:** Convenient to school

**Price:** Based on hours within school

## Reporting: Introduction

**For new or existing administrative staff with responsibility for creating reports using core pupil data**

### **Course overview:**

This course introduces you to the features of the reporting module. It allows interrogation of the SIMS database to extract data and produce appropriate reports.

### **Learning outcomes:**

- Understand how to run and edit existing reports
- Learn how to design new reports to run in word, excel or to be web based
- Use basic filters, sequences and sub reports
- Create analysis reports
- Import and export reports

### **Course pre-requisites:**

None

**Course leader(s):** Chris Richmond and Heather Tzemis

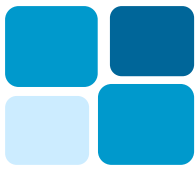
**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 13 March 2012

**Price:** £147

**Course code:** W11-S08/03



## Reporting: Advanced

**For teaching and administrative staff who produce reports from different areas of SIMS**

### Course overview:

This course covers all aspects of creating and editing more complex reports. Each stage of the reporting process is covered with particular focus on report templates which will facilitate outputs such as mail merge and photograph reports.

### Learning outcomes:

- Design your own templates to meet the needs of your school
- Produce reports for classes, groups and individuals
- Construct complex filters for in depth data analysis
- Create mail merge reports for letters and labels
- Design individual and group photo reports

### Course pre-requisites:

Delegates should have previously attended the introduction to reporting course or have experience with writing basic reports in SIMS .net

**Course leader(s):** Chris Richmond and Heather Tzemis

**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 27 March 2012

**Price:** £147

**Course code:** W11-S16/03

## SIMS in the classroom including attendance

**For staff with responsibility for recording attendance information in the classroom**

### Course overview:

In addition to the general management of attendance information, this module includes functionality to record attendance data electronically.

### Learning outcomes:

- Develop an understanding of how to record attendance information electronically
- Understand the benefits of recording attendance information electronically

### Course pre-requisites:

Delegates should have an understanding of how attendance is currently recorded in school.

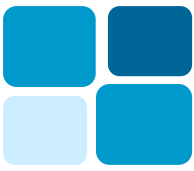
**Course Leader(s):** MIS Support fficers

**Venue:** Tutors will work on school site in consultation with your SLT to set up attendance and train staff

**Time:** Convenient to school

**Date:** Convenient to school

**Price:** Based on hours within school



## SIMS: Options

**For secondary school staff with responsibility for managing student option choices**

**Course overview:**

Options is an easy to use and very effective module. Once students' option choices have been entered the software will automatically produce the required number of classes and allocate students to them, though this can be edited manually. When choices have been allocated, it produces various useful lists for students, parents and staff, and student class allocations can be transferred electronically to SIMS .net.

At the end of the process, options blocks and their classes can be transferred to the curriculum model in Nova T6.

**Course pre-requisites:**

None

**Course Leader(s):** Roger Howell and Becky Shepherd

**Venue:** Wedgnock House

**Time:** 09:30 -16:00

**Date:** 17 January 2012

**Price:** £147

**Course code:** W11-S43/01

## SIMS: Technical seminar

**For technicians involved with SIMS .net**

**Workshop overview:**

This is a termly half day meeting of school technicians with responsibility for SIMS .net. The agenda contains items of news, problem-solving, good advice and good practice.

**Learning outcomes:**

Covered in the spring seminar:

- SOLUS 3
- SIMS discover
- Attendees suggestions

**Course pre-requisites:**

Must be a school technician

**Course leader(s):** Ollie Burnett and Hannah Buist

**Venue:** Wedgnock House

**Time:** 09:30 -12:30

**Date:** 28 February 2012

**Price:** Free

**Course code:** W11-S38/02



## Special education needs: Using the SENCO module

**For SEN coordinators and administrative staff who are involved in maintaining SEN information**

### **Course overview:**

Delegates will learn how to enter SEN data including statutory data for PLASC and other returns. This course will review the reports that are available and how they can be used to create appropriate letters.

### **Learning outcomes:**

- Develop skills to set up reviews, events and provision information
- Edit look-up tables and create reports
- Create and assign agencies and agents to a SEN pupil

### **Course pre-requisites:**

None

**Course leader(s):** Marianne Franklin

**Venue:** Wedgnock House

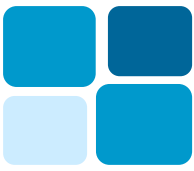
**Time:** 09:30 -16:00

**Date:** 07 February 2012

**Price:** £147

**Course code:** W11-S44/01





## Professional Development Centre

### Directions

#### From M40 J15

Leave the M40 at junction 15 (signed) Warwick, A429, Stratford, Coventry and A46. Join the A46 (Warwick bypass) following signs for Coventry. Leave the A46 at the junction with the A4177/A425. Join the A425 (Birmingham Road) following signs for Warwick. At the roundabout turn left onto Wedgnock Lane. Our building is located on the right hand side, after Volvo.

#### From A46/Coventry

Leave the A46 at the junction with the A4177/A425. Join the A425 (Birmingham Road) following signs for Warwick. At the roundabout turn left onto Wedgnock Lane. Our building is located on the right hand side, after Volvo.

#### By train

Warwick Parkway (1.5 miles from Wedgnock House) is the nearest station and receives services from Birmingham Snow Hill, Stratford, Leamington Spa, Banbury, Oxford, Reading and London Marylebone.

#### By Bus

The Goldline operates a regular bus service from and to Leamington Spa to Wedgnock Lane and Warwick Market Square every 10 minutes. A bus stop for the G1 bus is outside Wedgnock House. See the weblink for the timetable:

[www.stagecoachgoldline.com/routes/leamington-warwick.pdf](http://www.stagecoachgoldline.com/routes/leamington-warwick.pdf)

**“Pursuing a sustainable environment”**

**If you car share or choose to leave your car at home when attending one of our courses at the Professional Development Centre you will be entitled to a £10 discount per person.**



## ICT consultancy and bespoke training form

*Photocopy this form for future use*

Name and address of school:

DfE Number:

Telephone Number:

Does your school subscribe to  
Strategic Advice and Support (SAS)?  
Yes/No  
(please delete as required)

Contact name and title:

Objectives of the consultancy/bespoke training:

Number of people attending the session:

Date required for training:

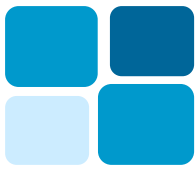
Start and end time required:

Facilitator required (if known):

Customer signature and date:

Fax form to: 01926 738763  
Telephone: 01926 414100

Post to: ICT Development Service  
Saltisford Office Park, Ansell Way,  
Warwick, CV34 4UL



## ICT course booking form

*Photocopy this form for future use*

Name and address of school:

DfE Number:

Telephone Number:

Does your school subscribe to Strategic Advice and Support (SAS)?  
Yes/No

Contact name and title:

Course booking requirements:

Delegate name	Course title	date

### Special requirements:

We aim to make our training events as inclusive and accessible as possible. Please help us by letting us know any special access or dietary requirements.

Customer signature and date:

Fax form to: 01926 738763  
Telephone: 01926 414100

Post to: ICT Development Service  
Saltisford Office Park, Ansell Way,  
Warwick, CV34 4UL



In Support of  
Learning



**ICT Development  
Service**

ICT Development Service  
Wedgnoek House, Wedgnoek Lane  
Warwick, CV34 5AP

Telephone 01926 414100 Fax 01926 738763  
email: [ictdsservicedesk@warwickshire.gov.uk](mailto:ictdsservicedesk@warwickshire.gov.uk)

## **Warwickshire Education Services**

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Attendance Improvement Service  
Catering and School Meals Service  
Cleaning and Caretaking Service  
Copyright Service  
Design2print Service  
Early Intervention Service  
Educational Development Service  
Energy and Water Efficiency Service  
Finance Service  
Governor Development Service  
Heritage Education Service  
HR and Payroll Service  
**ICT Development Service**  
Interpreting and Translation Service  
Legal Service  
Press and Media Service  
Property Indemnity Service  
Safety and Premises Service  
Schools Insurance Service  
Schools Library Service  
Sickness Insurance Service  
Specialist Technical Service

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Publication Date: Nov 11  
Section: ICT DS

Contact: 01926 414100

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